# KY Valid Course List Business Education

#### **HOW TO USE THIS DOCUMENT**

This document contains a listing of course descriptions and parameters along with certifications that fit the parameters for a given course. The grade range and population information listed for each course are not absolute. Please choose the course that most closely represents the students in a given course.

#### **FXAMPLE**

John Q Middle School had 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade students taking a Creative Art course. This course would be linked to course number **500711: Creative Art – Comprehensive**, which shows with a recommended grade range of 6<sup>th</sup> – 12<sup>th</sup>.

The courses listed in this document are not meant to replace the course titles and course numbers already in use at the school level. Schools will link their courses in the STI Valid Course List to courses listed in this document.

Schools may have created courses that are very unique in order to meet students' needs. If a course does not meet the definition or content of one contained in this document, please use course number **909999**: **School Defined Course**, and code the correct content through the LEAD report.

#### **CERTIFICATIONS**

It is important to note that the certificates listed are the ones that fit *ALL* of the parameters for a specific course – there may be other certificates that can teach it with slightly more restrictive parameters.

It is very important to note that not all of the certificates listed under a specific course will meet the Highly Qualified Teacher standards as defined by The No Child Left Behind Act of 2001. Please refer to the Highly Qualified guidance documents located on the Education Professional Standards Board (EPSB) website at <a href="http://www.kyepsb.net/nclb.asp">http://www.kyepsb.net/nclb.asp</a>.

In addition to Highly Qualified considerations, please take note of the following information from *The Program of Studies for Kentucky Schools Primary-12* with regard to middle school courses that are offered for high school credit.

#### **High School Credit Earned in Middle School**

It is expected that most students will earn these credits during their high school years. However, local school districts may offer these courses to middle level students if the following criteria are met:

- the content and the rigor of the course is the same as established in the *Program of Studies*
- the students demonstrate mastery of the middle level content as specified in the Program of Studies
- the district has criteria in place to make reasonable determination that the middle level student is capable of success in the high school course
- the middle level course is taught by teachers with either secondary or middle level certification with appropriate content specialization

Although middle level courses list the Provisional and Standard Elementary Certificates, Grades 1-8 as allowable under the parameters of these courses, they will not meet the above requirements for courses that are offered for high school credit.

This document is a guide; therefore the EPSB disclaims any warranties as to the validity of the information in this document. Users of this document are responsible for verifying information received through cross-referencing the official record in the EPSB's Division of Certification. The EPSB shall not be liable to the recipient, or to any third party using this document or information obtained therefrom, for any damages whatsoever arising out of the use of this document.

Please contact Robin Chandler in KDE's Division of Curriculum at 502-564-2106 with any questions on content and curricula.

Please contact EPSB's Division of Certification at 502-564-4606 with any questions on credentials or permissions.

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# Business Education (060000)

Provides relevant learning that is a critical link to employment and post-secondary education, encourages the development of vital relationships with the business community, and promotes critical thinking and problem solving.

# Business Education - Career Major Electives (060100)

#### 060111 - Business Principles and Application

Grade Level: 9 - 10

Credits: 1

Description: Describes processes of business, non-profit public and private institutions and agencies, money,

banking, consumer purchasing, credit, and business vocabulary

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12

Teaching Field: Business and Marketing

#### **060112 - Computer and Technology Applications**

Grade Level: 9 - 12

Credits: 1

**Description:** Business tasks; vocational typewriting; interoffice correspondence; typewriting production

applications

Content: Business

Population: General

**Content:** Computer and Technology Applications (Advanced)

Population: General

TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S103	Endorsement For Teaching Shorthand
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B69	Teaching Major: Secretarial Studies
A60	Area Specialization: Business Education
B65	Teaching Major: Accounting-Secretarial Practice
B61	Teaching Major: Accounting
B60	Teaching Major: Business Education
C64	Teaching Minor: General Business
C62	Teaching Minor: Secretarial Practice
C61	Teaching Minor: Accounting
C60	Teaching Minor: Business Education
B62	Teaching Major: Secretarial Practice
C67	Teaching Minor: General Business-Secretarial Practice
C66	Teaching Minor: Accounting-General Business
C65	Teaching Minor: Accounting-Secretarial Practice
B102	Teaching Major: Comprehensive Business
X60	Emergency Certificate For Teaching Business Education
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12

#### 060113 - Keyboarding Applications (Business Credit)

Grade Level: 7 - 8 Credits: 0-1

Description: Touch method mastery; speed building; interoffice correspondence; stroking techniques;

manuscripts; letters Content: Business Population: General

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
K60	Junior High Semi-Major: Business Education
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
PEA	Provisional Elementary Certificate, Grades 1-8
PEB	Provisional Elementary Certificate, Grades 1-8
PEBF	Provisional Elementary Certificate, Grades 1-8
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
ELE	Endorsement For Elementary School Classroom Teaching, Grades 1-8
S61	Endorsement For Teaching Accounting
M102	Endorsement For Teaching Comprehensive Business, Grades 5-8
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
SEB	Standard Elementary Certificate, Grades 1-8
SEMF	Standard Elementary Certificate, Grades 1-8
SEM	Standard Elementary Certificate, Grades 1-8
SEA	Standard Elementary Certificate, Grades 1-8
X60	Emergency Certificate For Teaching Business Education
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TES	Endorsement For Elementary And Secondary Classroom Teaching
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060114 - Touch Keyboarding, Grade 4-6

Grade Level: 4 - 6

Credits: 0

**Description**: To develop the touch system of keying with emphasis on the development of proper fingering

techniques, posture, speed, and accuracy.

Content: Touch Keyboarding

Population: General

WCTI	Provisional Internship Certificate For Teaching Instructional Computer Technology, Grades P-12
PEA	Provisional Elementary Certificate, Grades 1-8
PEB	Provisional Elementary Certificate, Grades 1-8
PEBF	Provisional Elementary Certificate, Grades 1-8
ELE	Endorsement For Elementary School Classroom Teaching, Grades 1-8
KE72	Endorsement For Teaching Computer Science, All Grades
SEB	Standard Elementary Certificate, Grades 1-8
SEMF	Standard Elementary Certificate, Grades 1-8
X74	Emergency Certificate For Teaching Computer Science
SEM	Standard Elementary Certificate, Grades 1-8
SEA	Standard Elementary Certificate, Grades 1-8
WCT	Professional Certificate For Teaching Instructional Computer Technology, Grades P-12
TES	Endorsement For Elementary And Secondary Classroom Teaching
KCT	Endorsement For Teaching Instructional Computer Technology, Primary Through Grade 12
AJTE	Adjunct Instructor For Teaching Computer Technology (P-12)
KCTI	Internship Endorsement for Teaching Instructional Computer Technology, Grades P-12
WCI	Professional Certificate For Teaching Computer Information Systems Only, Primary Through Grade 12
WCII	Provisional Internship Certificate For Teaching Computer Information Systems Only, Primary Through
Grade	12
TPCT	Temporary Provisional Endorsement For Teaching Instructional Computer Technology, Primary Through
Grade	12
KE72I	Internship Endorsement For Teaching Computer Science, All Grades
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#### 060121 - Business Law

**Grade Level:** 10 - 12 **Credits:** 1, 2, 3

Description: Students learn about business agreements, negotiable instruments, debtor creditor relationships

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education

B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060122 - Accounting and Finance Foundations

Grade Level: 9 - 11

Credits: 1

**Description:** This course will provide an introduction to both areas of accounting and finance. Topics will include banking, credit, financial literacy, career exploration, spreadsheet usage, and technical writing. The accounting principles taught in this course are based on a double-entry system and include preparing bank reconciliations, payroll taxes, and financial statements. Detailed career exploration in the various fields of accounting will be available.

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting

B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
<b>KBUL</b>	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060142 - Word Processing

Grade Level: 9 - 12

Credits: 1

Description: Intensified work; word processing equipment; word processing center environment

**Content:** Business **Population:** General

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### **060155 - Business Communications**

Grade Level: 9 - 12

Credits: 1-3

**Description:** The study of written, oral, and electronic communication in a business environment. Emphasis is on writing letters, presenting business reports, using the telephone, electronic transfer of information, listening,

interpreting, and developing business messages.

**Content:** Business **Population:** General

AFO Area Specialization: Business Education TEBU Temporary Certificate For Business And Marketing, Grades 5-12 A75 Area Specialization: Distributive Education B67 Teaching Major: General Business-Secretarial Practice B75 Teaching Major: Basic Business B64 Teaching Major: General Business B66 Teaching Major: Accounting-General Business B66 Teaching Minor: Secretarial Practice C60 Teaching Minor: Secretarial Practice C64 Teaching Minor: General Business C66 Teaching Minor: Accounting-General Business C67 Teaching Minor: Accounting-General Business C68 Teaching Minor: Accounting-General Business C69 Teaching Minor: Accounting-General Business C89 Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 C80 Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 C81 Endorsement For Teaching Advanced Data Processing C82 Endorsement For Teaching Distributive Education C83 Endorsement For Teaching Distributive Education C84 Endorsement For Teaching Shorthand C85 Endorsement For Distributive Education C86 Emergency Certificate For Teaching Business Education C80 Professional Certificate For Business Education C80 Professional Certificate For Business Education C80 Professional Certificate For Business And Marketing Education, Grades 5-12 C980 Conditional One-Year Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 AJBU Teaching Major: Comprehensive Business B60 Teaching Major: Secretarial Studies C65 Teaching Major: Secretarial Studies C66 Teaching Minor: Accounting-Secretarial Practice C67 Teaching Minor: Accounting-Secretarial Practice		
A75 Area Specialization: Distributive Education B67 Teaching Major: General Business-Secretarial Practice B75 Teaching Major: Basic Business B64 Teaching Major: General Business B66 Teaching Major: General Business B66 Teaching Major: Accounting-General Business B66 Teaching Minor: Secretarial Practice C60 Teaching Minor: Secretarial Practice C61 Teaching Minor: General Business C62 Teaching Minor: General Business C63 Teaching Minor: General Business C64 Teaching Minor: General Business C65 Teaching Minor: Accounting-General Business C66 Teaching Minor: Accounting-General Business C67 Teaching Minor: Accounting-General Business And Marketing Education, Grades 5 Through 12 C68 Teaching Minor: Accounting Business And Marketing Education, Grades 5 Through 12 C69 Teaching Minor: Accounting C60 Teaching Typewriting C61 Endorsement For Teaching Accounting C62 Endorsement For Teaching Accounting C63 Endorsement For Teaching Advanced Data Processing C64 Endorsement For Teaching Stributive Education C65 Endorsement For Teaching Shorthand C75 Endorsement For Teaching Shorthand C76 Emergency Certificate For Teaching Business Education C77 Emporary Provisional Certificate For Business And Marketing Education, Grades 5-12 C77 C78 C79 Conditional One-Year Certificate For Business And Marketing Education, Grades 5-12 C78 Adjunct Instructor For Business And Marketing Education, Grades 5-12 C78 Teaching Major: Comprehensive Business C78 Teaching Major: Business Education C79 Teaching Major: Secretarial Studies C79 Teaching Major: Secretarial Studies C79 Teaching Minor: Accounting	A60	Area Specialization: Business Education
B67 Teaching Major: General Business-Secretarial Practice B75 Teaching Major: Distributive Education B63 Teaching Major: Basic Business B64 Teaching Major: General Business B66 Teaching Major: Accounting-General Business C60 Teaching Minor: Business Education C62 Teaching Minor: Secretarial Practice C64 Teaching Minor: General Business C66 Teaching Minor: Accounting-General Business C66 Teaching Minor: Accounting-General Business KBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 Frovisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 S61 Endorsement For Teaching Accounting S63 Endorsement For Teaching Typewriting S68 Endorsement For Teaching Typewriting S69 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education S60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For Teaching Business Education CBU Conditional One-Year Certificate For Business And Marketing Education, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting-Secretarial Practice		
B75 Teaching Major: Distributive Education B63 Teaching Major: Basic Business B64 Teaching Major: General Business B66 Teaching Major: Accounting-General Business C60 Teaching Minor: Business Education C62 Teaching Minor: Secretarial Practice C64 Teaching Minor: General Business C66 Teaching Minor: General Business C66 Teaching Minor: Accounting-General Business C66 Teaching Minor: Accounting-General Business C68 Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 C80 Endorsement For Teaching Accounting C81 Endorsement For Teaching Accounting C82 Endorsement For Teaching Typewriting C83 Endorsement For Teaching Advanced Data Processing C84 Endorsement For Teaching Advanced Data Processing C85 Approval For Teaching Distributive Education C80 Endorsement For Distributive Education C80 Emergency Certificate For Teaching Business Education C80 Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 C80 Conditional One-Year Certificate For Business And Marketing, Grades 5-12 C80 Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 C80 Teaching Major: Comprehensive Business C80 Teaching Major: Secretarial Studies C81 Teaching Minor: Accounting-Secretarial Practice C82 Teaching Minor: Accounting-Secretarial Practice C83 Teaching Minor: Accounting-Secretarial Practice C84 Teaching Minor: Accounting-Secretarial Practice C85 Teaching Minor: Accounting-Secretarial Practice C86 Teaching Minor: Accounting-Secretarial Practice		
B63 Teaching Major: Basic Business B64 Teaching Major: General Business B66 Teaching Major: Accounting-General Business C60 Teaching Minor: Business Education C62 Teaching Minor: Secretarial Practice C64 Teaching Minor: General Business C66 Teaching Minor: Accounting-General Business C66 Teaching Minor: Accounting-General Business C67 Teaching Minor: Accounting-General Business C68 Teaching Minor: Accounting-General Business C69 Teaching Minor: Accounting-General Business C60 Teaching Minor: Accounting-General Business C60 Teaching Minor: Accounting Business And Marketing Education, Grades 5 Through 12 C61 Endorsement For Teaching Accounting C62 Endorsement For Teaching Accounting C63 Endorsement For Teaching Typewriting C64 Endorsement For Teaching Typewriting C65 Endorsement For Teaching Distributive Education C75 Approval For Teaching Distributive Education C80 Emergency Certificate For Education C80 Emergency Certificate For College Faculty, Business And Marketing Education, Grades 5-12 C780 Conditional One-Year Certificate For Business And Marketing, Grades 5-12 C780 Temporary Provisional Certificate For Business And Marketing, Grades 5-12 C780 Teaching Major: Comprehensive Business C780 Teaching Major: Business Education C890 Teaching Major: Secretarial Studies C781 Teaching Minor: Accounting-Secretarial Practice C782 Teaching Minor: Accounting-Secretarial Practice C783 Teaching Minor: Accounting-Secretarial Practice C784 Teaching Minor: Accounting-Secretarial Practice		
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B66 Teaching Major: Accounting-General Business C60 Teaching Minor: Business Education C62 Teaching Minor: Secretarial Practice C64 Teaching Minor: General Business C66 Teaching Minor: Accounting-General Business C66 Teaching Minor: Accounting-General Business KBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 KBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 S61 Endorsement For Teaching Accounting S63 Endorsement For Teaching Typewriting S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education C8U Professional Certificate For Teaching Business Education C8U Conditional One-Year Certificate For Business And Marketing Education, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Secretarial Studies Teaching Major: Secretarial Studies Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting		
C60 Teaching Minor: Business Education C62 Teaching Minor: Secretarial Practice C64 Teaching Minor: General Business C66 Teaching Minor: Accounting-General Business KBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 KBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 S61 Endorsement For Teaching Accounting S63 Endorsement For Teaching Typewriting S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For Education Susiness And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	B64	Teaching Major: General Business
C62 Teaching Minor: Secretarial Practice C64 Teaching Minor: General Business C66 Teaching Minor: Accounting-General Business KBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 KBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 S61 Endorsement For Teaching Accounting S63 Endorsement For Teaching Typewriting S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Distributive Education T75 Endorsement For Distributive Education W60 Emergency Certificate For Teaching Business Education C8U Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 C0BU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	B66	Teaching Major: Accounting-General Business
C64 Teaching Minor: General Business C66 Teaching Minor: Accounting-General Business KBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 KBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 S61 Endorsement For Teaching Accounting S63 Endorsement For Teaching Typewriting S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 ABU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	C60	Teaching Minor: Business Education
C66 Teaching Minor: Accounting-General Business KBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 KBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 S61 Endorsement For Teaching Accounting S63 Endorsement For Teaching Typewriting S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Distributive Education S103 Endorsement For Distributive Education Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	C62	Teaching Minor: Secretarial Practice
KBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 KBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 S61 Endorsement For Teaching Accounting S63 Endorsement For Teaching Typewriting S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	C64	Teaching Minor: General Business
KBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 S61 Endorsement For Teaching Accounting S63 Endorsement For Teaching Typewriting S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Distributive Education T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	C66	Teaching Minor: Accounting-General Business
S61 Endorsement For Teaching Accounting S63 Endorsement For Teaching Typewriting S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S63 Endorsement For Teaching Typewriting S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	S61	Endorsement For Teaching Accounting
S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	S63	Endorsement For Teaching Typewriting
S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	S68	Endorsement For Teaching Advanced Data Processing
T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	S75	Approval For Teaching Distributive Education
X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	S103	Endorsement For Teaching Shorthand
CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	T75	Endorsement For Distributive Education
COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12  TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12  AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  B102 Teaching Major: Comprehensive Business  B60 Teaching Major: Business Education  B69 Teaching Major: Secretarial Studies  C65 Teaching Minor: Accounting-Secretarial Practice  C61 Teaching Minor: Accounting	X60	Emergency Certificate For Teaching Business Education
TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12  AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  B102 Teaching Major: Comprehensive Business  B60 Teaching Major: Business Education  B69 Teaching Major: Secretarial Studies  C65 Teaching Minor: Accounting-Secretarial Practice  C61 Teaching Minor: Accounting	CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	B102	Teaching Major: Comprehensive Business
B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting		
C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting	B69	
C61 Teaching Minor: Accounting	C65	
	C61	
	C67	
CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12	CBUI	•
B61 Teaching Major: Accounting	B61	
B62 Teaching Major: Secretarial Practice		
B65 Teaching Major: Accounting-Secretarial Practice		
KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12		
WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12		
WBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12		
QBU Teaching Field: Business and Marketing		

#### 060160 - Computer and Technology Concepts

Grade Level: 6 - 6

Credits: 0

**Description:** This course is a 9-12 weeks course designed for students in 6th grade who have minimal keyboarding experience. Computer and Technology Concepts will develop the touch system of keying with added emphasis on the development of proper keying techniques, speed, and accuracy. The first six weeks will focus on proper techniques utilizing the touch system. The final three weeks will allow the students to develop and demonstrate knowledge of basic word processing skills such as formatting letters in various letter styles, short reports with and without references, and tables. Additional emphasis will be placed on basic

communications skills such as proofreading, grammar, word division, and the proper application of proofreader's marks to demonstrate the importance of mail able copy. Different telecommunications concepts may be addressed through simulation or application.

**Content:** Business **Population:** General

1/0	Anna Constitution Desires Education
A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
AM60	Approval For Teaching Business Education In The Middle Grades 5-6
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
K60	Junior High Semi-Major: Business Education
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
PEA	Provisional Elementary Certificate, Grades 1-8
PEB	Provisional Elementary Certificate, Grades 1-8
PEBF	Provisional Elementary Certificate, Grades 1-8
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
ELE	Endorsement For Elementary School Classroom Teaching, Grades 1-8
S61	Endorsement For Teaching Accounting
M102	Endorsement For Teaching Comprehensive Business, Grades 5-8
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
SEB	Standard Elementary Certificate, Grades 1-8
SEMF	Standard Elementary Certificate, Grades 1-8
SEM	Standard Elementary Certificate, Grades 1-8
SEA	Standard Elementary Certificate, Grades 1-8
X60	Emergency Certificate For Teaching Business Education
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TES	Endorsement For Elementary And Secondary Classroom Teaching
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	9 9
WBUI	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12  Provisional Internship Certificate For Teaching Pusiness And Marketing Education, Grades 5 Through 12
	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 Teaching Field: Rusiness and Marketing
QBU	Teaching Field: Business and Marketing

#### 060161 - Business/Marketing Concepts and Applications

Grade Level: 7 - 7

Credits: 0

**Description:** This course establishes basic foundations for further study in business and marketing courses and provides essential information for making financial and economic decisions. Students learn about the fundamentals of the American Free Enterprise System and work economics; application of sound money management for personal and family finances; credit management, consumer rights and responsibilities; forms of business ownership; risk and insurance; and the importance of international trade. Leadership will be provided through FBLA and/or DECA.

1.40	
A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
K60	Junior High Semi-Major: Business Education
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
PEA	Provisional Elementary Certificate, Grades 1-8
PEB	Provisional Elementary Certificate, Grades 1-8
PEBF	Provisional Elementary Certificate, Grades 1-8
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
ELE	Endorsement For Elementary School Classroom Teaching, Grades 1-8
S61	Endorsement For Teaching Accounting
M102	Endorsement For Teaching Comprehensive Business, Grades 5-8
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
SEB	Standard Elementary Certificate, Grades 1-8
SEMF	Standard Elementary Certificate, Grades 1-8
SEM	Standard Elementary Certificate, Grades 1-8
SEA	Standard Elementary Certificate, Grades 1-8
X60	Emergency Certificate For Teaching Business Education
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TES	Endorsement For Elementary And Secondary Classroom Teaching
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12

Teaching Field: Business and Marketing

#### 060170 - Financial Literacy

**Grade Level:** 9 - 12 **Credits:** 1/2 - 1

**Description:** The Financial Literacy principles taught in the course include a study of economics, money in the economy, budgeting, credit, consumer rights and responsibilities, taxes, employee benefits, insurance,

investments, and retirement planning. These principles will be taught using hands-on activities for personal use

or in the business world. **Content:** Business **Population:** General

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060172 - Math for Business and Industry for CTE credit

Grade Level: 9 - 11

Credits: 1

Description: Enables student to explore mathematical content for personal, business, and industrial use;

concepts are applied through problem-solving and real-world situations

**Content:** Business **Population:** General

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060185 - Entrepreneurship

Grade Level: 11 - 12

**Credits:** 1,2,3

**Description:** Students explore rewards and risks of business ownership

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education

B67	Togghing Major, Congrel Dusiness Secretarial Practice
	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060188 - International Business

Grade Level: 11 - 12

**Credits:** 1,2,3

**Description:** This course is designed to provide students with basic knowledge and skills related to international economic activities and global business transactions. Students will examine the relationship of global business activities to nations, companies, and individuals in their roles as workers, consumers, and citizens; and will examine economic, cultural, geographic, historic, and technological influences on global business activities, management principles, human relation theories, information systems, production, marketing, and finance activities.

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business

C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060190 - Math for Business and Industry for credit in Math

Grade Level: 9 - 12

Credits: 1

Description: Enables student to explore mathematical content for personal, business, and industrial use;

concepts are applied through problem-solving and real-world situations

Content: Math for Business and Industry for the Math Elective Requirement

**Population:** General

A60	Area Specialization: Business Education
B75	Teaching Major: Distributive Education
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
A70	Area Specialization: Mathematics-Physical Science
B71	Teaching Major: Mathematics
B74	Teaching Major: Computer Science And Mathematics
C71	Teaching Minor: Mathematics
M102	Endorsement For Teaching Comprehensive Business, Grades 5-8
C62	Teaching Minor: Secretarial Practice
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
KMA	Professional Certificate For Teaching Mathematics, Grades 8 Through 12
M71	Endorsement For Teaching Mathematics, Grades 5-8
WMA	Professional Certificate For Teaching Mathematics, Grades 8 Through 12
WMAI	Provisional Internship Certificate For Teaching Mathematics, Grades 8 Through 12
B67	Teaching Major: General Business-Secretarial Practice

B66	Teaching Major: Accounting-General Business
AJMA	Adjunct Instructor For Math, Grades 8-12
TPMA	Temporary Provisional Certificate For Math, Grades 8-12
COMA	Conditional One-Year Certificate For Math, Grades 8-12
B64	Teaching Major: General Business
KMAL	Certificate For Teaching Kentucky Math Limited, Grades 8-12
B63	Teaching Major: Basic Business
TEMA	Temporary Certificate For Mathematics, Grades 8-12
KMAI	Provisional Internship Certificate For Teaching Mathematics, Grades 8 Through 12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C60	Teaching Minor: Business Education
C61	Teaching Minor: Accounting
C66	Teaching Minor: Accounting-General Business
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
T75	Endorsement For Distributive Education
CFMA	Provisional One-Year College Faculty Certificate for Teaching Math, Grades 8-12
S68	Endorsement For Teaching Advanced Data Processing
C64	Teaching Minor: General Business
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
S103	Endorsement For Teaching Shorthand
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
X60	Emergency Certificate For Teaching Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
CMA	Professional Certificate For College Faculty, Mathematics, Grades 8-12
CMAI	Provisional Internship Certificate For College Faculty, Mathematics, Grades 8-12
QMA	Teaching Field: Mathematics
QBU	Teaching Field: Business and Marketing
X71	Emergency Certificate For Teaching Mathematics
A75	Area Specialization: Distributive Education
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12

#### 060195 - Business and Marketing Career Exploration

Grade Level: 8 - 9

Credits: 1

**Description:** Students are provided with a survey of skills needed for school-to-work transition. Opportunities to explore the business and marketing career cluster and career paths, to heighten self-awareness, and to develop priorities and career decision-making skills are also provided.

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
K60	Junior High Semi-Major: Business Education
B66	Teaching Major: Accounting-General Business

C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060196 - Leadership Dynamics - Business

**Grade Level:** 9 - 12 **Credits:** 1/2 - 1

**Description:** This course is designed to assist students with developing skills needed to be successful leaders and responsible members of society. This student will develop personal attributes and social skills. Emphasis will be placed on interpersonal skills, team building, communication, personal development and leadership. This course will include opportunities for students to apply their knowledge.

**Content:** Leadership Dynamics

**Population:** General

Due to the large number of certificates permitted to teach this course, no certificates are listed. Please check the certificate permissions on the EPSB website to verify a teacher's permission to teach this course.

#### 060197 - Special Topics, Business

Grade Level: 9 - 12 Credits: 1/2-1

**Description:** Instruction related to Business but not described in above courses.

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12

B67 T	Area Specialization: Distributive Education Feaching Major: General Business-Secretarial Practice
	Feaching Major: Distributive Education
	Feaching Major: Basic Business
	Feaching Major: General Business
	Feaching Major: Accounting-General Business
	Feaching Minor: Business Education
	Feaching Minor: Secretarial Practice
	Feaching Minor: General Business
	Feaching Minor: Accounting-General Business
	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
	Endorsement For Teaching Accounting
	Endorsement For Teaching Typewriting
	Endorsement For Teaching Advanced Data Processing
	Approval For Teaching Distributive Education
	Endorsement For Teaching Shorthand
	Endorsement For Distributive Education
	Emergency Certificate For Teaching Business Education
CBU F	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU A	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60 T	Feaching Major: Business Education
B69 T	Feaching Major: Secretarial Studies
C65 T	Feaching Minor: Accounting-Secretarial Practice
C61 T	Feaching Minor: Accounting
C67 T	Feaching Minor: General Business-Secretarial Practice
CBUI F	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61 T	Feaching Major: Accounting
B62 T	Feaching Major: Secretarial Practice
B65 T	Feaching Major: Accounting-Secretarial Practice
KBUL (	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU <sup>-</sup>	Teaching Field: Business and Marketing

#### 060198 - Business Technology

Grade Level: 9 - 12

Credits: 1

**Description:** This course is designed to be a hands-on exploration of business technologies in the following

areas: accounting, finance and credit, business management, marketing, economics, and computer

applications.

Content: Business

Population: General

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice

C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060199 - Web Page Design

Grade Level: 10 - 12 Credits: 1,2,3

Description: Students analyze structure of the worldwide web, apply basic principles of web documents and

HTML, and develop multi-media web pages

Content: Web Page Design Population: General

AIT	Approval For Teaching Information Technology Grades 5-12
731	Computer Systems Technology
A75	Area Specialization: Distributive Education
B66	Teaching Major: Accounting-General Business
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
C72	Teaching Minor: Computer Science
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
WCTI	Provisional Internship Certificate For Teaching Instructional Computer Technology, Grades P-12
S103	Endorsement For Teaching Shorthand
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
KE72	Endorsement For Teaching Computer Science, All Grades
S63	Endorsement For Teaching Typewriting

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S68	Endorsement For Teaching Advanced Data Processing
S72	Endorsement For Teaching Computer Science, Grades 5-12
T75	Endorsement For Distributive Education
WCI	Professional Certificate For Teaching Computer Information Systems Only, Primary Through Grade 12
WCII	Provisional Internship Certificate For Teaching Computer Information Systems Only, Primary Through
Grade	
	Endorsement For Specialist In Computerized Instruction
X74	Emergency Certificate For Teaching Computer Science
WCT	Professional Certificate For Teaching Instructional Computer Technology, Grades P-12
CISI	Provisional Internship Certificate For College Faculty, Computer Information Systems, Grades 8-12
X60	Emergency Certificate For Teaching Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
TECS	Temporary Certificate For Computer Science, Grades 8-12
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
X76	Emergency Certificate For Teaching Computer Information Systems
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
CCS	Professional Certificate For Endorsement For Teaching Computer Science, Grades 8-12
CCSI	Provisional Internship Certificate For Endorsement For Computer Science, Grades 8-12
AJIT	Adjunct Instructor For Information Technology
CIS	Professional Certificate For College Faculty, Computer Information Systems, Grades 8-12
KCS	Endorsement For Teaching Computer Science, Grades 8 Through 12
KCT	Endorsement For Teaching Instructional Computer Technology, Primary Through Grade 12
	Professional Certificate For Teaching Computer Information Systems Only, Primary Through Grade 12
KISI	Provisional Internship Certificate For Teaching Computer Information Systems Only, Primary Through
Grade	
COCS	Conditional One-Year Certificate For Computer Science, Grades 8-12
AJTE	Adjunct Instructor For Teaching Computer Technology (P-12)
KISL	Kentucky Computer Information Systems Limited, Primary Through Grade 12
ACS	Approval For Teaching Computer Science, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
A60	Area Specialization: Business Education
KCTI	Internship Endorsement for Teaching Instructional Computer Technology, Grades P-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C61	Teaching Minor: Accounting
C66	Teaching Minor: Accounting-General Business
C67	Teaching Minor: General Business-Secretarial Practice
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
XWVO	Waiver For Vocational Education, Grades 5-12, 6-Month
TPIS	Temporary Provisional Certificate For Teaching Computer Information Systems Only, Primary Through
Grade	
C64	Teaching Minor: General Business
C65	Teaching Minor: Accounting-Secretarial Practice
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
KCITR	Probationary Certificate For Computer Information Technology, Primary Through Grade 12
X97	Emergency Certificate For Teaching Industrial Technology
TPCT	Temporary Provisional Endorsement For Teaching Instructional Computer Technology, Primary Through
Grade	
CFIS	Provisional One-Year College Faculty Certificate for Teaching Computer Information Systems, All Grades
QBU	Teaching Field: Business and Marketing
KE72I	Internship Endorsement For Teaching Computer Science, All Grades
KCSI	Internship Endorsement for Teaching Computer Science, Grades 8-12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12

## Business Education - Finance (060300)

A group of instructional programs that prepare individuals to perform financial or banking services. Includes instruction in credit collection, transit routing of notes and drafts, receiving and paying out money, and functions associated with processing loans and insurance claims. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

#### 060311 - Financial Services I

Grade Level: 10 - 12 Credits: 1,2,3

**Description:** Banking study, teller training, field experience

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12

WBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 QBU Teaching Field: Business and Marketing

#### 060351 - Financial Services II

Grade Level: 11 - 12

**Credits:** 1,2,3

**Description:** Simulation in a school bank and/or coop experience

**Content:** Business **Population:** General

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060397 - Special Topics, Financial Services

**Grade Level:** 9 - 12 **Credits:** 1/2,1

**Description:** Instruction related to Financial Services but not described in above courses.

**Content:** Business **Population:** General

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060399 - Advanced Finance and Credit

Grade Level: 11 - 12

**Credits:** 1,2,3

Description: Students develop an understanding of financial markets, investing institutions, and the finance

and credit industry in our economic system; includes introduction to allocation of financial resources

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business

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B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

### Business Education - Business Management (060400)

A group of courses that describes the planning, organizing, and various theories of management; knowledge and understanding necessary in decision making; personnel selection; leadership abilities; and speech preparation. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

#### 060411 - Business Management

Grade Level: 11 - 12

**Credits**: 1,2,3

**Description:** Describes the planning, organizing, and various theories of management; knowledge and understanding necessary in decision making; personnel selection; leadership abilities; speech preparation

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting

B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
<b>KBUL</b>	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060497 - Special Topics, Business Management

Grade Level: 9 - 12 Credits: 1/2, 1

**Description:** Instruction related to Business Management but not described in above courses.

**Content:** Business **Population:** General

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060511 - Business Economics for CTE credit

Grade Level: 9 - 12 Credits: 1/2, 1

Description: \*Describes principles and methods of business principles, economic system, costs, market

competition
Content: Business
Population: General

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

## **060596 - Business Economics for Economics credit within Social Studies**

**Grade Level**: 9 - 12 **Credits**: 1/2,1

Description: \*Describes principles and methods of business principles, economic system, costs, market

competition

**Content:** Business Economics for Economics Credit within Social Studies

**Population:** General

A60	Area Specialization: Business Education
B75	Teaching Major: Distributive Education
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
C24	Teaching Minor: History
C26	Teaching Minor: Sociology
C27	Teaching Minor: Political Science
C25	Teaching Minor: Economics-Sociology
M102	Endorsement For Teaching Comprehensive Business, Grades 5-8
C22	Teaching Minor: Geography
C23	Teaching Minor: Geography-Geology
C62	Teaching Minor: Secretarial Practice
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
B20	Teaching Major: Social Studies
B24	Teaching Major: History
B25	Teaching Major: Economics-Sociology
B67	Teaching Major: General Business-Secretarial Practice
B66	Teaching Major: Accounting-General Business
B64	Teaching Major: General Business
KSSL	Kentucky Social Studies Limited Certificate, Grades 8-12
B63	Teaching Major: Basic Business
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C60	Teaching Minor: Business Education
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C66	Teaching Minor: Accounting-General Business
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
T75	Endorsement For Distributive Education
S68	Endorsement For Teaching Advanced Data Processing
C64	Teaching Minor: General Business
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
S103	Endorsement For Teaching Shorthand
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
X60 B26	Emergency Certificate For Teaching Business Education Teaching Major: Sociology
C28	Teaching Minor: Economics
CSSI	Provisional Internship Certificate For College Faculty, Social Studies, Grades 8-12
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
CSS	Professional Certificate For College Faculty, Social Studies, Grades 8-12
A20	Area Specialization: Social Studies
B23	Teaching Major: Geography-Geology
B27	Teaching Major: Octography-Octology  Teaching Major: Political Science
B28	Teaching Major: Economics
B29	Teaching Major: History-Political Science
B58	Teaching Major: Psychology
C29	Teaching Minor: History-Political Science
COSS	Conditional One-Year Certificate For Social Studies, Grades 8-12
CFSS	Provisional One-Year College Faculty Certificate for Teaching Social Studies, Grades 8-12
R21	Area Specialization: Social Studies Limited To Anthropology
R22	Area Specialization: Social Studies Limited To Geography
R26	Area Specialization: Social Studies Limited To Sociology
R27	Area Specialization: Social Studies Limited To Political Science

R58	Area Specialization: Social Studies Limited To Psychology
TPSS	Temporary Provisional Certificate For Social Studies, 8-12
KSS	Professional Certificate For Teaching Social Studies, Grades 8 Through 12
R24	Area Specialization: Social Studies Limited To History
KSSI	Provisional Internship Certificate For Teaching Social Studies, Grades 8 Through 12
X20	Emergency Certificate For Teaching Social Studies
R28	Area Specialization: Social Studies Limited To Economics
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
A75	Area Specialization: Distributive Education
QSS	Teaching Field: Social Studies
QBU	Teaching Field: Business and Marketing
C58	Teaching Minor: Psychology
AJSS	Adjunct Instructor For Social Studies, Grades 8-12
WSS	Professional Certificate For Teaching Social Studies, Grades 8 Through 12
WSSI	Provisional Internship Certificate For Teaching Social Studies, Grades 8 Through 12
B22	Teaching Major: Geography
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
C20	Teaching Minor: Social Studies
TESS	Temporary Certificate For Social Studies, Grades 8-12

## Business Education - Multimedia (060700)

A program that prepares individuals to function in an organization as a composer, editor and proofreader of business or business-related communications

#### 060751 - Multimedia Publishing

Grade Level: 10 - 12

Credits: 1-3

**Description:** This hands-on course applies publishing and presentation concepts through the development of sophisticated business documents and projects. These documents include, but are not limited to tri-fold brochures, manuscripts, reports, bi-fold programs, catalogs, newsletters, flyers, business forms, graphs, web pages, on-screen presentations, and video productions. Equipment such as scanners, digital cameras, video cameras, and color laser printers, may be utilized in creating documents. Formatting, editing, page layout, and design concepts are taught. Distribution ready publication standards are applied to all projects. Students will develop communication skills, problem-solving techniques, cooperative learning, and interpersonal skills.

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting

B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
<b>KBUL</b>	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 060761 - Advanced Multimedia Publishing

Grade Level: 11 - 12

Credits: 1-3

**Description:** This hands-on course applies advanced web design, publishing, and presentation concepts through the development of sophisticated documents and projects which includes, but is not limited to: web sites, web databases, web movies, video editing and production, television productions. This course is designed around the learning goals of the instructor utilizing hardware and software available.

TEBU Temporary Certificate For Business And Marketing, Grades 5-12 Area Specialization: Distributive Education B75 Teaching Major: General Business Secretarial Practice B75 Teaching Major: Distributive Education B75 Teaching Major: Basic Business B76 Teaching Major: General Business B77 Teaching Major: General Business B78 Teaching Major: Accounting-General Business B79 Teaching Minor: Secretarial Practice B79 Teaching Minor: Secretarial Practice B79 Teaching Minor: Secretarial Practice B79 Teaching Minor: Accounting-General Business B79 Teaching Minor: Accounting-General Business B79 Teaching Minor: Accounting-General Business B80 Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 B70 Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 B70 Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 B70 Endorsement For Teaching Advanced Data Processing B710 Endorsement For Teaching Typewriting B710 Endorsement For Teaching Bornthand B711 Endorsement For Distributive Education B710 Endorsement For Distributive Education B710 Endorsement For Distributive Education B710 Endorsement For Distributive Education B711 Endorsement For Distributive Education B710 Endorsement For Distributive Education B711 Endorsement For Distributive Education B712 Endorsement For Distributive Education B712 Endorsement For Distributive Education B713 Endorsement For Distributive Education B714 Endorsement For Distributive Education B715 Endorsement For Distributive Education B716 Endorsement For Distributive Educatio		
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S63 Endorsement For Teaching Typewriting S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Distributive Education T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting C67 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice C68UI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Distributive Education T75 Endorsement For Distributive Education K60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting Teaching Major: Accounting C62 Teaching Major: Accounting C63 Teaching Major: Accounting C64 Teaching Major: Accounting C65 Teaching Major: Accounting C66 Teaching Major: Accounting C77 Teaching Major: Accounting C88 Teaching Major: Accounting C89 Teaching Major: Accounting-Secretarial Practice C80 Teaching Major: Accounting-Secretarial Practice	S61	Endorsement For Teaching Accounting
S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 CDBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Accounting B63 Teaching Major: Accounting-Secretarial Practice	S63	Endorsement For Teaching Typewriting
S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Secretarial Practice Teaching Major: Accounting Teaching Major: Accounting-Secretarial Practice Teaching Major: Accounting-Secretarial Practice Teaching Major: Accounting-Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	S68	Endorsement For Teaching Advanced Data Processing
T75 Endorsement For Distributive Education  X60 Emergency Certificate For Teaching Business Education  CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12  COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12  TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12  AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  B102 Teaching Major: Comprehensive Business  B60 Teaching Major: Business Education  B69 Teaching Major: Secretarial Studies  C65 Teaching Minor: Accounting-Secretarial Practice  C61 Teaching Minor: Accounting  C67 Teaching Minor: General Business-Secretarial Practice  CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12  B61 Teaching Major: Secretarial Practice  B62 Teaching Major: Accounting-Secretarial Practice  KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12  WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	S75	Approval For Teaching Distributive Education
X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice C78 Teaching Minor: General Business-Secretarial Practice C8U Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B65 Teaching Major: Accounting-Secretarial Practice K8UL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	S103	Endorsement For Teaching Shorthand
CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	T75	Endorsement For Distributive Education
COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	X60	Emergency Certificate For Teaching Business Education
TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12  AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  B102 Teaching Major: Comprehensive Business  B60 Teaching Major: Business Education  B69 Teaching Major: Secretarial Studies  C65 Teaching Minor: Accounting-Secretarial Practice  C61 Teaching Minor: Accounting  C67 Teaching Minor: General Business-Secretarial Practice  CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12  B61 Teaching Major: Accounting  B62 Teaching Major: Secretarial Practice  B65 Teaching Major: Accounting-Secretarial Practice  KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12  WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  B102 Teaching Major: Comprehensive Business  B60 Teaching Major: Business Education  B69 Teaching Major: Secretarial Studies  C65 Teaching Minor: Accounting-Secretarial Practice  C61 Teaching Minor: Accounting  C67 Teaching Minor: General Business-Secretarial Practice  CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12  B61 Teaching Major: Accounting  B62 Teaching Major: Secretarial Practice  B65 Teaching Major: Accounting-Secretarial Practice  KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12  WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	B102	Teaching Major: Comprehensive Business
C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	B60	Teaching Major: Business Education
C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	B69	Teaching Major: Secretarial Studies
C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	C65	Teaching Minor: Accounting-Secretarial Practice
CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	C61	Teaching Minor: Accounting
B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	C67	Teaching Minor: General Business-Secretarial Practice
B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	B61	Teaching Major: Accounting
B65 Teaching Major: Accounting-Secretarial Practice  KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12  WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	B62	
KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12 WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	B65	
WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	KBUL	
	WBU	
WBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU Teaching Field: Business and Marketing	QBU	

#### 060799 - Special Topics, Multimedia Publishing

**Grade Level:** 9 - 12 **Credits:** 1/2-1

**Description:** Instruction related to Multimedia Publishing but not described in above courses.

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

## **Business Education - Accounting** (070100)

Prepares individuals to systematize data by applying auditing principles, preparing budgets and financial statements, basic accounting elements, bookkeeping principles in real-world settings, financial management, corporate bookkeeping, advanced basic accounting, accounting cycle, depreciation, and accruals. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

#### 070122 - Financial Accounting

Grade Level: 10 - 12

Credits: 1-3

**Description:** The accounting principles taught in this course include an in-depth study of accounting principles, procedures, and techniques used in keeping financial records for sole proprietorships, partnerships, and corporations. There is an emphasis on automated accounting. Topics include a more analytical approach to accounting. Leadership development will be provided through FBLA

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting

B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
<b>KBUL</b>	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

#### 070197 - Special Topics, Accounting Services

**Grade Level:** 9 - 12 **Credits:** 1/2,1

**Description:** Instruction related to Accounting Services but not described in above courses.

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
<b>KBUL</b>	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

## Business Education - Data Base Management (070300)

A group of instructional programs that prepare individuals to analyze and design data processing system configurations; write, test, monitor, debug, and maintain data processing programs; and operate computers and peripheral and data entry equipment. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

#### 070331 - Data Modeling

Grade Level: 9 - 12 Credits: 1/2.1

**Description:** Business programs; computer applications in business; programming to solve business problems; using spreadsheets and database programs; advanced applications of spreadsheet and database programs

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting

B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

## 070397 - Special Topics, Data Base Management

**Grade Level:** 9 - 12 **Credits:** 1/2,1

**Description:** Instruction related to Data Management but not described in above courses.

**Content:** Business **Population:** General

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

## 070399 - Web Data Management

Grade Level: 9 - 12 **Credits**: 1,2,3

**Description:** This course will allow students to use the Oracle Academy curriculum to enhance their knowledge of Data Modeling and SQL programming

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
<b>TPBU</b>	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
<b>KBUL</b>	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

# Business Education - Administrative Support (070600)

A group of instructional programs that prepare individuals to record and transcribe communications and to provide administrative support. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

#### 070697 - Special Topics, Administrative Support Services

Grade Level: 9 - 12 Credits: 1/2,1

**Description:** Instruction related to Administrative Support Services but not described in above courses.

Tebu Temporary Certificate For Business And Marketing, Grades 5-12 Area Specialization: Distributive Education Brown Teaching Major: Basic Business-Secretarial Practice Brown Teaching Major: Basic Business Brown Teaching Major: Basic Business Brown Teaching Major: Basic Business Brown Teaching Major: Accounting-General Business Brown Teaching Minor: Business Education Brown Teaching Minor: Business Education Brown Teaching Minor: Secretarial Practice Brown Teaching Minor: Accounting-General Business And Marketing Education, Grades 5 Through 12 Brown Teaching Minor: Accounting Business And Marketing Education, Grades 5 Through 12 Brown Teaching Typewriting Brown Teaching Typewriting Brown Teaching Advanced Data Processing Brown Teaching Distributive Education Brown Teaching Madvanced Data Processing Brown Teaching Distributive Education Brown Teaching Shorthand Brown Teaching Typewriting Business Education Brown Teaching Certificate For Teaching Business Education Brown Teaching Minor: Accounting Business And Marketing Education, Grades 5-12 Brown Teaching Major: Business And Marketing Education, Grades 5-12 Brown Teaching Major: Business And Marketing Education, Grades 5-12 Brown Teaching Major: Business Education Brown Teaching Major: Business Education Brown Teaching Major: Secretarial Studies Brown Teaching Major: Secretarial Studies Brown Teaching Major: Accounting Brown Teaching Major: Accounting Brown Teaching Major: Accounting Brown Teaching Major: Accounting Teaching Major: Accounting-Secretarial Practice Brown Teaching Major: Accounting-Secretarial Practice Brown Teaching Major: Accounting-Secretarial Practice	A60	Area Specialization: Business Education
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KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

# Business Education - Information Processing (070700)

A group of instructional programs that prepare individuals to record, duplicate, and retrieve data, including classifying, sorting and filing correspondence, records, and other data. Includes instruction in shipping and receiving procedures, stock and inventory maintenance, and operation of office machines. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

#### 070743 - Advanced Computer Applications

Grade Level: 10 - 12

**Credits:** 1,2,3

**Description:** This course is designed to provide students with an advanced-level experience with practical applications through hands-on instruction. Course content will include understanding of various hardware, software, operating systems, care/operations, administrative applications, and employability skills. The software includes advance business applications using word processing, presentation, spreadsheets, database management, desktop publishing, and electronic communication. Leadership development will be provided through FBLA. Upon completion of this course, a student will be ready to take the core level tests for MOS Certification and/or the Administrative Supports Skill Standard Assessment.

Content: Computer and Technology Applications (Advanced)

Population: General

TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
AIT	Approval For Teaching Information Technology Grades 5-12
731	Computer Systems Technology
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B74	Teaching Major: Computer Science And Mathematics
B75	Teaching Major: Distributive Education
C72	Teaching Minor: Computer Science
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
WCTI	Provisional Internship Certificate For Teaching Instructional Computer Technology, Grades P-12
KE72	Endorsement For Teaching Computer Science, All Grades
TEMA	Temporary Certificate For Mathematics, Grades 8-12
S61	Endorsement For Teaching Accounting
WMA	Professional Certificate For Teaching Mathematics, Grades 8 Through 12
S63	Endorsement For Teaching Typewriting
S72	Endorsement For Teaching Computer Science, Grades 5-12
CFMA	Provisional One-Year College Faculty Certificate for Teaching Math, Grades 8-12
WMAI	Provisional Internship Certificate For Teaching Mathematics, Grades 8 Through 12
S103	Endorsement For Teaching Shorthand
SCI	Endorsement For Specialist In Computerized Instruction
X74	Emergency Certificate For Teaching Computer Science
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
TECS	Temporary Certificate For Computer Science, Grades 8-12
COBU	
X76	Emergency Certificate For Teaching Computer Information Systems
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12

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CCS	Professional Certificate For Endorsement For Teaching Computer Science, Grades 8-12
CCSI	Provisional Internship Certificate For Endorsement For Computer Science, Grades 8-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
KCS	Endorsement For Teaching Computer Science, Grades 8 Through 12
KCT	Endorsement For Teaching Instructional Computer Technology, Primary Through Grade 12
COCS	Conditional One-Year Certificate For Computer Science, Grades 8-12
B69	Teaching Major: Secretarial Studies
A60	Area Specialization: Business Education
AJTE	Adjunct Instructor For Teaching Computer Technology (P-12)
KCTI	Internship Endorsement for Teaching Instructional Computer Technology, Grades P-12
B65	Teaching Major: Accounting-Secretarial Practice
B61	Teaching Major: Accounting
B60	Teaching Major: Business Education
KISL	Kentucky Computer Information Systems Limited, Primary Through Grade 12
C64	Teaching Minor: General Business
C62	Teaching Minor: Secretarial Practice
C61	Teaching Minor: Accounting
C60	Teaching Minor: Business Education
B62	Teaching Major: Secretarial Practice
C67	Teaching Minor: General Business-Secretarial Practice
C66	Teaching Minor: Accounting-General Business
C65	Teaching Minor: Accounting-Secretarial Practice
WCT	Professional Certificate For Teaching Instructional Computer Technology, Grades P-12
WCI	Professional Certificate For Teaching Computer Information Systems Only, Primary Through Grade 12
B102	Teaching Major: Comprehensive Business
C71	Teaching Minor: Mathematics
AJMA	Adjunct Instructor For Math, Grades 8-12
A70	Area Specialization: Mathematics-Physical Science
X71	Emergency Certificate For Teaching Mathematics
KMA	Professional Certificate For Teaching Mathematics, Grades 8 Through 12
KMAI	Provisional Internship Certificate For Teaching Mathematics, Grades 8 Through 12
X60	Emergency Certificate For Teaching Business Education
TPMA	Temporary Provisional Certificate For Math, Grades 8-12
COMA	Conditional One-Year Certificate For Math, Grades 8-12
B71	Teaching Major: Mathematics
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WCII	Provisional Internship Certificate For Teaching Computer Information Systems Only, Primary Through
Grade	, , , , , , , , , , , , , , , , , , , ,
XWVO	
X97	Emergency Certificate For Teaching Industrial Technology
TPCT	Temporary Provisional Endorsement For Teaching Instructional Computer Technology, Primary Through
Grade	
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
CMA	Professional Certificate For College Faculty, Mathematics, Grades 8-12
CMAI	Provisional Internship Certificate For College Faculty, Mathematics, Grades 8-12
QMA	Teaching Field: Mathematics
QBU	Teaching Field: Mathematics Teaching Field: Business and Marketing
KE72I	Internship Endorsement For Teaching Computer Science, All Grades
KCSI	Internship Endorsement for Teaching Computer Science, Grades 8-12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12

## 070750 - Microsoft Office Specialist (MOS)

Grade Level: 11 - 12

Credits: 1-3

**Description:** As an extension of Computer and Technology Applications or Advanced Computer Applications, students will have the opportunity to increase their computer skills. Advanced functions and integration of Microsoft Word, Excel, Access, and PowerPoint will be taught. Students will work toward MOS Certification in

one or more of these Microsoft areas. In addition students will utilize Internet access to complete various projects.

Content: Business
Population: General

1/0	Avec Consisting Decision Education
A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing
	g

## 070797 - Special Topics, Information Processing Services

**Grade Level**: 9 - 12 **Credits**: 1/2,1

**Description:** Instruction related to Information Processing Services but not described in above courses.

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education

B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

# Business Education - Legal Office Services (070800)

A group of instructional programs that prepare students to work in a legal office.

#### 070881 - Legal Office

Grade Level: 11 - 12

**Credits**: 1,2,3

Description: This course enables students to gain concepts, skills, and techniques in legal terminology and

various forms used in the legal profession.

A60 Area Specialization: Business Education TEBU Temporary Certificate For Business And Marketing, Grades 5-12 A75 Area Specialization: Distributive Education B67 Teaching Major: General Business-Secretarial Practice B75 Teaching Major: Distributive Education B63 Teaching Major: Basic Business B64 Teaching Major: Accounting-General Business B65 Teaching Major: Accounting-General Business B66 Teaching Minor: Business Education B67 Teaching Minor: Business Education B68 Teaching Minor: General Business B69 Teaching Minor: General Business B60 Teaching Minor: Accounting-General Business B61 Teaching Minor: Accounting-General Business B62 Teaching Minor: Accounting-General Business B63 Teaching Minor: Accounting-General Business B64 Teaching Minor: Accounting-General Business B65 Teaching Minor: Accounting-General Business B66 Teaching Minor: Accounting-General Business B67 Teaching Minor: Accounting-General Business And Marketing Education, Grades 5 Through 12 B68 Endorsement For Teaching Accounting B69 Endorsement For Teaching Accounting B60 Teaching Minor: Accounting Storthand B60 Teaching Minor: Accounting Storthand B60 Teaching Minor: Accounting Storthand B60 Teaching Major: Comprehensive Business Education B60 Teaching Major: Comprehensive Business B60 Teaching Major: Secretarial Studies B60 Teaching Major: Accounting B61 Teaching Minor: Accounting B62 Teaching Minor: Accounting B63 Teaching Minor: Accounting B64 Teaching Minor: Accounting B65 Teaching Minor: Accounting B65 Teaching Minor: Accounting B66 Teaching Minor: Accounting B67 Teaching Minor: Accounting B68 Teaching Minor: Accounting B69 Teaching Minor: Accounting B60 Teaching Minor: Accounting B61 Teaching Minor: Accounting B62 Teaching Minor: Accounting B63 Teaching Minor: Accounting B64 Teaching Minor: Accounting B65 Teaching Minor: Accounting Secretarial Practice B65 Teaching Minor: Accounting		
A75 Area Specialization: Distributive Education B67 Teaching Major: General Business-Secretarial Practice B75 Teaching Major: Basic Business B64 Teaching Major: Basic Business B65 Teaching Major: Basic Business B66 Teaching Major: Accounting-General Business B67 Teaching Major: Business Education B68 Teaching Minor: Business Education B69 Teaching Minor: Business Education B69 Teaching Minor: General Business B60 Teaching Minor: General Business B60 Teaching Minor: General Business B60 Teaching Minor: Accounting-General Business B60 Teaching Minor: Accounting-General Business B61 Teaching Minor: Accounting-General Business B62 Teaching Minor: Accounting-General Business B63 Teaching Minor: Accounting-General Business And Marketing Education, Grades 5 Through 12 B64 Endorsement For Teaching Accounting B65 Teaching Major: Accounting Typewriting B66 Endorsement For Teaching Advanced Data Processing B67 Approval For Teaching Distributive Education B68 Endorsement For Teaching Shorthand B69 Endorsement For Teaching Shorthand B60 Endorsement For Distributive Education B61 Endorsement For Distributive Education B62 Endorsement For Distributive Education B62 Endorsement For B63 Endorsement For B64 Endorsement For B64	A60	Area Specialization: Business Education
B67         Teaching Major: General Business-Secretarial Practice           B75         Teaching Major: Bistibutive Education           B63         Teaching Major: Basic Business           B64         Teaching Major: Accounting-General Business           B66         Teaching Major: Accounting-General Business           C60         Teaching Minor: Business Education           C62         Teaching Minor: General Business           C64         Teaching Minor: Accounting-General Business           KBU         Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12           KBUI         Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12           S61         Endorsement For Teaching Accounting           S63         Endorsement For Teaching Accounting           S64         Endorsement For Teaching Advanced Data Processing           S75         Approval For Teaching Distributive Education           S68         Endorsement For Teaching Shorthand           T75         Endorsement For Distributive Education           X60         Emergency Certificate For Teaching Business Education           C80         Emergency Certificate For Teaching Business And Marketing Education, Grades 5-12           C0BU         Conditional One-Year Certificate For Business And Marketing Education, Grades 5-1		
B75         Teaching Major: Basic Business           B64         Teaching Major: General Business           B66         Teaching Major: Accounting-General Business           C60         Teaching Minor: Secretarial Practice           C62         Teaching Minor: Secretarial Practice           C64         Teaching Minor: General Business           C66         Teaching Minor: Accounting-General Business           KBU         Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12           KBUI         Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12           S61         Endorsement For Teaching Accounting           S63         Endorsement For Teaching Advanced Data Processing           S75         Approval For Teaching Distributive Education           S703         Endorsement For Teaching Shorthand           T75         Endorsement For Distributive Education           K60         Emergency Certificate For Teaching Business Education           C8U         Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12           C0BU         Conditional One-Year Certificate For Business And Marketing Education, Grades 5-12           TPBU         Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12           B102		
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S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Secretarial Practice	S61	Endorsement For Teaching Accounting
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T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: General Business-Secretarial Practice C62 Teaching Minor: General Business-Secretarial Practice C63 Teaching Minor: General Business-Secretarial Practice C64 Teaching Minor: General Business-Secretarial Practice C65 Teaching Major: Accounting C67 Teaching Major: Accounting C68 Teaching Major: Accounting C69 Teaching Major: Secretarial Practice C60 Teaching Major: Accounting C60 Teaching Major: Accounting C61 Teaching Major: Accounting C62 Teaching Major: Accounting C63 Teaching Major: Accounting C64 Teaching Major: Accounting C65 Teaching Major: Accounting	S75	Approval For Teaching Distributive Education
Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	S103	Endorsement For Teaching Shorthand
CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	T75	Endorsement For Distributive Education
COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12  TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12  AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  Teaching Major: Comprehensive Business  B60 Teaching Major: Business Education  B69 Teaching Major: Secretarial Studies  C65 Teaching Minor: Accounting-Secretarial Practice  C61 Teaching Minor: Accounting  C67 Teaching Minor: General Business-Secretarial Practice  CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12  B61 Teaching Major: Accounting  B62 Teaching Major: Secretarial Practice  B65 Teaching Major: Accounting-Secretarial Practice	X60	Emergency Certificate For Teaching Business Education
TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12  AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  Teaching Major: Comprehensive Business  B60 Teaching Major: Business Education  B69 Teaching Major: Secretarial Studies  C65 Teaching Minor: Accounting-Secretarial Practice  C61 Teaching Minor: Accounting  C67 Teaching Minor: General Business-Secretarial Practice  CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12  B61 Teaching Major: Accounting  B62 Teaching Major: Secretarial Practice  B65 Teaching Major: Accounting-Secretarial Practice	CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	B102	Teaching Major: Comprehensive Business
B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	B60	Teaching Major: Business Education
Teaching Minor: Accounting-Secretarial Practice Teaching Minor: Accounting Teaching Minor: General Business-Secretarial Practice Teaching Minor: General Business-Secretarial Practice Teaching Minor: General Business-Secretarial Practice Teaching Major: Accounting Teaching Major: Secretarial Practice Teaching Major: Accounting-Secretarial Practice	B69	
C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice		
CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	C61	Teaching Minor: Accounting
B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	C67	Teaching Minor: General Business-Secretarial Practice
B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B65 Teaching Major: Accounting-Secretarial Practice	B61	
B65 Teaching Major: Accounting-Secretarial Practice	B62	Teaching Major: Secretarial Practice
	B65	
	KBUL	

WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

## 070897 - Special Topics, Legal Office Services

Grade Level: 9 - 12

Credits: 1

**Description:** Instruction related to Data Management but not described in above courses.

TEBU Temporary Certificate For Business And Marketing, Grades 5-12  A75 Area Specialization: Distributive Education  B67 Teaching Major: General Business-Secretarial Practice	
A75 Area Specialization: Distributive Education B67 Teaching Major: General Business-Secretarial Practice	
B75 Teaching Major: Distributive Education	
B63 Teaching Major: Basic Business	
B64 Teaching Major: General Business	
B66 Teaching Major: Accounting-General Business	
C60 Teaching Minor: Business Education	
C62 Teaching Minor: Secretarial Practice	
C64 Teaching Minor: General Business	
C66 Teaching Minor: Accounting-General Business	
KBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	
KBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through	12
S61 Endorsement For Teaching Accounting	
S63 Endorsement For Teaching Typewriting	
S68 Endorsement For Teaching Advanced Data Processing	
S75 Approval For Teaching Distributive Education	
S103 Endorsement For Teaching Shorthand	
T75 Endorsement For Distributive Education	
X60 Emergency Certificate For Teaching Business Education	
CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12	
COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12	
TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12	
AJBU Adjunct Instructor For Business And Marketing, Grades 5-12	
B102 Teaching Major: Comprehensive Business	
B60 Teaching Major: Business Education	
B69 Teaching Major: Secretarial Studies	
C65 Teaching Minor: Accounting-Secretarial Practice	
C61 Teaching Minor: Accounting	
C67 Teaching Minor: General Business-Secretarial Practice	
CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-1	2
B61 Teaching Major: Accounting	
B62 Teaching Major: Secretarial Practice	
B65 Teaching Major: Accounting-Secretarial Practice	
KBUL Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12	
WBU Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12	
WBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through	12
QBU Teaching Field: Business and Marketing	

# Business Education - Medical Office Services (070900)

A group of instructional programs that prepare students to work in with medical office records.

#### 070971 - Medical Office

Grade Level: 11 - 12

**Credits**: 1,2,3

Description: This course enables students to gain concepts, skills, and techniques in medical terminology and

various forms used in the medical profession.

A60 Area Specialization: Business Education TEBU Temporary Certificate For Business And Marketing, Grades 5-12 A75 Area Specialization: Distributive Education B67 Teaching Major: General Business-Secretarial Practice B75 Teaching Major: Distributive Education B63 Teaching Major: Basic Business B64 Teaching Major: Accounting-General Business B65 Teaching Major: Accounting-General Business B66 Teaching Minor: Business Education B67 Teaching Minor: Business Education B68 Teaching Minor: General Business B69 Teaching Minor: General Business B60 Teaching Minor: Accounting-General Business B61 Teaching Minor: Accounting-General Business B62 Teaching Minor: Accounting-General Business B63 Teaching Minor: Accounting-General Business B64 Teaching Minor: Accounting-General Business B65 Teaching Minor: Accounting-General Business B66 Teaching Minor: Accounting-General Business B67 Teaching Minor: Accounting-General Business And Marketing Education, Grades 5 Through 12 B68 Endorsement For Teaching Accounting B69 Endorsement For Teaching Accounting B60 Teaching Minor: Accounting Storthand B60 Teaching Minor: Accounting Storthand B60 Teaching Minor: Accounting Storthand B60 Teaching Major: Comprehensive Business Education B60 Teaching Major: Comprehensive Business B60 Teaching Major: Secretarial Studies B60 Teaching Major: Accounting B61 Teaching Minor: Accounting B62 Teaching Minor: Accounting B63 Teaching Minor: Accounting B64 Teaching Minor: Accounting B65 Teaching Minor: Accounting B65 Teaching Minor: Accounting B66 Teaching Minor: Accounting B67 Teaching Minor: Accounting B68 Teaching Minor: Accounting B69 Teaching Minor: Accounting B60 Teaching Minor: Accounting B61 Teaching Minor: Accounting B62 Teaching Minor: Accounting B63 Teaching Minor: Accounting B64 Teaching Minor: Accounting B65 Teaching Minor: Accounting Secretarial Practice B65 Teaching Minor: Accounting		
A75 Area Specialization: Distributive Education B67 Teaching Major: General Business-Secretarial Practice B75 Teaching Major: Basic Business B64 Teaching Major: Basic Business B65 Teaching Major: Basic Business B66 Teaching Major: Accounting-General Business B67 Teaching Major: Business Education B68 Teaching Minor: Business Education B69 Teaching Minor: Business Education B69 Teaching Minor: General Business B60 Teaching Minor: General Business B60 Teaching Minor: General Business B60 Teaching Minor: Accounting-General Business B60 Teaching Minor: Accounting-General Business B61 Teaching Minor: Accounting-General Business B62 Teaching Minor: Accounting-General Business B63 Teaching Minor: Accounting-General Business And Marketing Education, Grades 5 Through 12 B64 Endorsement For Teaching Accounting B65 Teaching Major: Accounting Typewriting B66 Endorsement For Teaching Advanced Data Processing B67 Approval For Teaching Distributive Education B68 Endorsement For Teaching Shorthand B69 Endorsement For Teaching Shorthand B60 Endorsement For Distributive Education B61 Endorsement For Distributive Education B62 Endorsement For Distributive Education B62 Endorsement For B63 Endorsement For B64 Endorsement For B64	A60	Area Specialization: Business Education
B67         Teaching Major: General Business-Secretarial Practice           B75         Teaching Major: Bistibutive Education           B63         Teaching Major: Basic Business           B64         Teaching Major: Accounting-General Business           B66         Teaching Major: Accounting-General Business           C60         Teaching Minor: Business Education           C62         Teaching Minor: General Business           C64         Teaching Minor: Accounting-General Business           KBU         Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12           KBUI         Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12           S61         Endorsement For Teaching Accounting           S63         Endorsement For Teaching Accounting           S64         Endorsement For Teaching Advanced Data Processing           S75         Approval For Teaching Distributive Education           S68         Endorsement For Teaching Shorthand           T75         Endorsement For Distributive Education           X60         Emergency Certificate For Teaching Business Education           C80         Emergency Certificate For Teaching Business And Marketing Education, Grades 5-12           C0BU         Conditional One-Year Certificate For Business And Marketing Education, Grades 5-1		
B75         Teaching Major: Basic Business           B64         Teaching Major: General Business           B66         Teaching Major: Accounting-General Business           C60         Teaching Minor: Secretarial Practice           C62         Teaching Minor: Secretarial Practice           C64         Teaching Minor: General Business           C66         Teaching Minor: Accounting-General Business           KBU         Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12           KBUI         Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12           S61         Endorsement For Teaching Accounting           S63         Endorsement For Teaching Advanced Data Processing           S75         Approval For Teaching Distributive Education           S703         Endorsement For Teaching Shorthand           T75         Endorsement For Distributive Education           K60         Emergency Certificate For Teaching Business Education           C8U         Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12           C0BU         Conditional One-Year Certificate For Business And Marketing Education, Grades 5-12           TPBU         Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12           B102		
B63 Teaching Major: Basic Business B64 Teaching Major: General Business B65 Teaching Major: Accounting-General Business C60 Teaching Minor: Business Education C62 Teaching Minor: Secretarial Practice C64 Teaching Minor: General Business C66 Teaching Minor: Accounting-General Business C66 Teaching Minor: Accounting-General Business C60 Teaching Minor: Accounting-General Business C60 Teaching Minor: Accounting-General Business C61 Teaching Minor: Accounting-General Business C62 Teaching Minor: Accounting-General Business C63 Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 C64 Endorsement For Teaching Advanced Data Processing C65 Endorsement For Teaching Advanced Data Processing C66 Endorsement For Teaching Distributive Education C67 Teaching Minor: Accounting C68 Endorsement For Teaching Shorthand C69 Endorsement For Teaching Shorthand C79 Endorsement For Teaching Business Education C70 Emergency Certificate For Teaching Business Education C70 Emergency Certificate For Teaching Business Education C70 Emergency Certificate For Eusiness And Marketing Education, Grades 5-12 C70 Emporary Provisional Certificate For Business And Marketing Education, Grades 5-12 C70 Eaching Major: Business Education C70 Teaching Major: Business Education C71 Eaching Major: Comprehensive Business C72 Teaching Major: Business Education C73 Teaching Major: Accounting C74 Teaching Minor: Accounting C75 Teaching Minor: Accounting C76 Teaching Minor: Accounting C77 Teaching Minor: Accounting C78 Teaching Major: Secretarial Studies C79 Teaching Minor: Accounting C70 Teaching Minor: Accounting C71 Teaching Minor: Secretarial Studies C72 Teaching Minor: Secretarial Studies C73 Teaching Major: Accounting C74 Teaching Minor: Accounting C75 Teaching Major: Accounting C77 Teaching Major: Accounting C78 Teaching Major: Accounting C79 Teaching Major: Accounting C70 Teaching Major: Accounting C70 Teaching Major: Accounting C71 Teaching Minor: Accounting C71 Teaching Minor: Accounting C72 Teaching Minor: Acco		
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S68 Endorsement For Teaching Advanced Data Processing S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Secretarial Practice	S61	Endorsement For Teaching Accounting
S75 Approval For Teaching Distributive Education S103 Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: General Business-Secretarial Practice C77 Teaching Minor: General Business-Secretarial Practice C880 Teaching Major: Accounting B61 Teaching Major: Secretarial Practice B65 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	S63	Endorsement For Teaching Typewriting
Endorsement For Teaching Shorthand T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: General Business-Secretarial Practice C76 Teaching Minor: General Business-Secretarial Practice C8UI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice Teaching Major: Accounting-Secretarial Practice	S68	Endorsement For Teaching Advanced Data Processing
T75 Endorsement For Distributive Education X60 Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: General Business-Secretarial Practice C62 Teaching Minor: General Business-Secretarial Practice C63 Teaching Minor: General Business-Secretarial Practice C64 Teaching Minor: General Business-Secretarial Practice C65 Teaching Major: Accounting C67 Teaching Major: Accounting C68 Teaching Major: Accounting C69 Teaching Major: Secretarial Practice C60 Teaching Major: Accounting C60 Teaching Major: Accounting C61 Teaching Major: Accounting C62 Teaching Major: Accounting C63 Teaching Major: Accounting C64 Teaching Major: Accounting C65 Teaching Major: Accounting	S75	Approval For Teaching Distributive Education
Emergency Certificate For Teaching Business Education CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	S103	Endorsement For Teaching Shorthand
CBU Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12 COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12 TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12 AJBU Adjunct Instructor For Business And Marketing, Grades 5-12 B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	T75	Endorsement For Distributive Education
COBU Conditional One-Year Certificate For Business And Marketing, Grades 5-12  TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12  AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  Teaching Major: Comprehensive Business  B60 Teaching Major: Business Education  B69 Teaching Major: Secretarial Studies  C65 Teaching Minor: Accounting-Secretarial Practice  C61 Teaching Minor: Accounting  C67 Teaching Minor: General Business-Secretarial Practice  CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12  B61 Teaching Major: Accounting  B62 Teaching Major: Secretarial Practice  B65 Teaching Major: Accounting-Secretarial Practice	X60	Emergency Certificate For Teaching Business Education
TPBU Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12  AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  Teaching Major: Comprehensive Business  B60 Teaching Major: Business Education  B69 Teaching Major: Secretarial Studies  C65 Teaching Minor: Accounting-Secretarial Practice  C61 Teaching Minor: Accounting  C67 Teaching Minor: General Business-Secretarial Practice  CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12  B61 Teaching Major: Accounting  B62 Teaching Major: Secretarial Practice  B65 Teaching Major: Accounting-Secretarial Practice	CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
AJBU Adjunct Instructor For Business And Marketing, Grades 5-12  B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
B102 Teaching Major: Comprehensive Business B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
B60 Teaching Major: Business Education B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	B102	Teaching Major: Comprehensive Business
B69 Teaching Major: Secretarial Studies C65 Teaching Minor: Accounting-Secretarial Practice C61 Teaching Minor: Accounting C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	B60	Teaching Major: Business Education
Teaching Minor: Accounting-Secretarial Practice Teaching Minor: Accounting Teaching Minor: General Business-Secretarial Practice Teaching Minor: General Business-Secretarial Practice Teaching Minor: General Business-Secretarial Practice Teaching Major: Accounting Teaching Major: Secretarial Practice Teaching Major: Accounting-Secretarial Practice	B69	
C67 Teaching Minor: General Business-Secretarial Practice CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice		
CBUI Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12 B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	C61	Teaching Minor: Accounting
B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	C67	Teaching Minor: General Business-Secretarial Practice
B61 Teaching Major: Accounting B62 Teaching Major: Secretarial Practice B65 Teaching Major: Accounting-Secretarial Practice	CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B65 Teaching Major: Accounting-Secretarial Practice	B61	
B65 Teaching Major: Accounting-Secretarial Practice	B62	Teaching Major: Secretarial Practice
	B65	
	KBUL	

WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

## 070997 - Special Topics, Medical Office Services

**Grade Level:** 9 - 12 **Credits:** 1/2,1

**Description:** Instruction related to Data Management but not described in above courses.

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing

# Business Education - Business Technology (071000)

Provides students the opportunity to take any four credits in the business education curriculum

### 071097 - Special Topics, Office/Clerical Services

Grade Level: 9 - 12 Credits: 1/2,1

**Description:** Instruction related to any business education course but not described in above courses.

A60	Area Specialization: Business Education
TEBU	Temporary Certificate For Business And Marketing, Grades 5-12
A75	Area Specialization: Distributive Education
B67	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice
C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12

WBUI Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12 QBU Teaching Field: Business and Marketing

# Business Education -Business/Marketing Education (079000)

The career major in Business/Marketing Education is designed for students who desire to teach business and marketing at the middle or secondary levels in public or private schools

#### 079090 - Principles of Teaching

Grade Level: 11 - 12

Credits: 1

**Description:** This course provides opportunities for student with an interest in teaching to develop skills, strategies, and techniques used for instruction at various grade levels. Instruction addresses the principles and procedures for promoting the physical, emotional, social, and intellectual development of children, adolescents and developmentally appropriate practices in educational settings. Students will gain work experience in classrooms with certified teachers as part of their course work. Other components include the development of a four-year post-secondary plan, salaries and benefits of a teacher, job security, and future projections of the job market. Leadership experiences will be provided through DECA. (NOTE: Teacher Certification requirements for this course: Must hold a Master's Degree with a valid teaching certificate.)

A60	Area Specialization: Business Education
TEBU	
	Temporary Certificate For Business And Marketing, Grades 5-12  Area Specialization: Distributive Education
A75 B67	
	Teaching Major: General Business-Secretarial Practice
B75	Teaching Major: Distributive Education
B63	Teaching Major: Basic Business
B64	Teaching Major: General Business
B66	Teaching Major: Accounting-General Business
C60	Teaching Minor: Business Education
C62	Teaching Minor: Secretarial Practice
C64	Teaching Minor: General Business
C66	Teaching Minor: Accounting-General Business
KBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
KBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
S61	Endorsement For Teaching Accounting
S63	Endorsement For Teaching Typewriting
S68	Endorsement For Teaching Advanced Data Processing
S75	Approval For Teaching Distributive Education
S103	Endorsement For Teaching Shorthand
T75	Endorsement For Distributive Education
X60	Emergency Certificate For Teaching Business Education
CBU	Professional Certificate For College Faculty, Business And Marketing Education, Grades 5-12
COBU	Conditional One-Year Certificate For Business And Marketing, Grades 5-12
TPBU	Temporary Provisional Certificate For Business And Marketing Education, Grades 5-12
AJBU	Adjunct Instructor For Business And Marketing, Grades 5-12
B102	Teaching Major: Comprehensive Business
B60	Teaching Major: Business Education
B69	Teaching Major: Secretarial Studies
C65	Teaching Minor: Accounting-Secretarial Practice

C61	Teaching Minor: Accounting
C67	Teaching Minor: General Business-Secretarial Practice
CBUI	Provisional Internship Certificate For College Faculty, Business And Marketing Education, Grades 5-12
B61	Teaching Major: Accounting
B62	Teaching Major: Secretarial Practice
B65	Teaching Major: Accounting-Secretarial Practice
KBUL	Certificate For Teaching Kentucky Business and Marketing Limited, Grades 5-12
WBU	Professional Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
WBUI	Provisional Internship Certificate For Teaching Business And Marketing Education, Grades 5 Through 12
QBU	Teaching Field: Business and Marketing